

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Credit Counseling and Financial Management - The Creditor Counseling Certificate and Financial Management B23 form are docketed by using separate events. At the initial filing, the Credit Counseling Certificate is required to be docketed separately from the petition. Filers should not use the Official Form B23 when filing the Credit Counseling Certificate. Before the discharge is entered, the Financial Management Form B23 must be filed.

CREDIT COUNSELING	
1	Select Bankruptcy > Other . Enter the case number - Next .
2	Verify case information - Next . Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Certificate of Credit Counseling - Next .
3	Select Browse to Select the PDF Document . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - Next . Bypass Joint Filing with other Attorney(s) - Next .
4	Highlight party at Select the Party screen. If the certificates are filed in a joint case, select the correct party - Next .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.
FINANCIAL MANAGEMENT	
1	Select Bankruptcy > Other . Enter the case number - Next .
2	Verify case information - Next . Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Financial Management - Next .
3	Select Browse to Select the PDF Document . Locate and verify the document you wish to attach to file. Click Open to attach the correct PDF - Next . Bypass Joint Filing with other Attorney(s) - Next .
4	Highlight party at Select the Party screen - If filed in a joint case, select the correct party - Next .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.